

7 November 1957

MEMORANDUM FOR: Assistant Director, CR

VIA : Operations Staff, CR

SUBJECT : October Activity Report for Document Division

1. The monthly reports for the three branches are attached.
2. The average daily receipts of documents and Non-CIA cables received and disseminated during the month was about normal - documents up 5% and cables down 4%. No backlogs developed in the processing system and no overtime was required for documents; the regularly scheduled overtime of 246 hours was required for the Non-CIA cables.
- 25X1A 3. The OO Divisions and [REDACTED] were instructed to decrease the number of copies of CIA Information Reports which are requisitioned from PSD/OI for dissemination and distribution by OCR. This decrease in our requirements estimated to total about 50,000 copies per month, was determined after a survey of the number of copies actually disseminated to user offices during a representative period. The Cable Section made a similar survey of TD-CS and TD-CSDB dissemination needs and decreased their requirement for these reports by 5 copies (30 to 25) - a savings of some 5,000 copies each month.
4. The practice of forwarding by the Processing Branch of 3 copies of each CS (by Cable) and CS-DB (by Cable) report to the Cable Section for dissemination to OCI and ONE has been discontinued. Such reports are now processed on an expedite basis in the document system with the same or better service to the user offices.

[REDACTED]
Chief, Document Division

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Attachment:
Monthly Reports